

FACT SHEET

DPW
MS ANDERSON (7-4058)
1 December 2003

AFZF-PW-HSG (210-50)

SUBJECT: Application for On-Post Housing

PURPOSE: To provide information on procedures and requirements for application for On-Post Housing at Fort Hood.

FACTS:

1. Soldiers of all ranks with a family housing requirement may apply for on-post housing.
2. Soldiers must apply for housing within 30 days of arrival to receive an eligibility date of "date departed last duty station." Eligibility date for applications received after 30 days of arrival will be the "date of application." Application may be made while on leave; however, soldier must be signed in to Fort Hood to occupy housing.
3. Spouses with a valid ID card may apply for on-post housing in the absence of sponsor. (Documentation in paragraph 4 is required).
4. The following documents are required for application for on-post housing:
 - a. DA 31, Application for Leave.
 - b. PCS or MEPS orders assigning soldier to Fort Hood. DD 4-1 (Enlistment Contract) for prior service reenlistee.
 - c. Marriage certificate (or DD 93).
 - d. Birth certificates for dependent children residing with sponsor (or DD 93).
 - e. Legal custody papers (when applicable signed by Judge).
 - f. Soldiers returning from a hardship unaccompanied tour need DA 2-1 (Enlisted) ORB (Officer) or DA 31 from last permanent duty station prior to going overseas.
 - g. Pregnancy statement signed by physician (or profile w/due date).

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5. Applications are taken on a walk-in basis or by appointment Monday through Friday 0730-1600.
6. Soldiers who acquire family members after their arrival are eligible to apply for on-post housing. Application must be made within 30 days of the change to receive an eligibility date as of the status change. If application is not made within 30 days, eligibility date will be the "date of application." If the status changes due to pregnancy, a pregnancy statement containing the estimated date of confinement must be provided. The same is true for soldiers wishing to increase their bedroom requirement due to pregnancy.
7. Soldiers are placed on the waiting list based on their rank and bedroom requirement. If applicant elects in writing to be placed on a waiting list for housing with less bedrooms than authorized and applicant is assigned under this procedure, applicant will be considered adequately housed for the remainder of the tour, unless the number of the sponsor's family members increases. (AR210-50, Housing Management, Chapter 3-8b).
8. Soldiers who are on the waiting list, but reapply for larger units due to an increase in family size, transfer to the waiting list for which they are eligible with the same eligibility date.
9. Soldiers are responsible to keep the Housing Office informed of changes in eligibility status, unit, duty and home phone numbers, and off-post address as they occur. If housing files have outdated data about present duty assignment, the soldier may be bypassed for assignment when housing becomes available. Soldiers will be dropped from the waiting list 30 days after the Fort Hood Family Housing (FHFH) tried to locate them when housing became available.
10. All soldiers who will be offered and accept on-post housing are required to sign a housing agreement and pay rent in the amount of their BAH by means of an allotment.

(Original Signed)

AUTHENTICATION: COL RANDALL J. BUTLER

DATE: 1 December 2003